

# Quotation Request //

## US Government Publishing Office

Dallas Regional Office  
1100 Commerce Street, Room 731  
Dallas TX 75242-

**JACKET:647-224**

**Quotations are Due By:**

**(Eastern Time)11:00 AM on 07/08/2022**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** Post Card Mail outs

**QUANTITY:** 1 post cards.

### FIXED PRICE-INDEFINITE QUANTITY CONTRACT:

NOTE #1: Award will be based on the largest quantity of post cards for \$915.00. Potential vendors must submit the fixed price of \$915.00 plus the quantity (in the "Comment" field) that they will produce for the fixed price. In the event of a tie quantity, the award will be determined by the overall lowest discounted cost. Additionally, a cost must be submitted for each additional (each, 100, or 1,000) copies.

NOTE #2: This is a fixed cost contract. If Author's Alterations are made during the proofing stage, the total quantity may be reduced in accordance with the contractor's quoted additional rate to offset the cost of the Author's Alterations.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to Jim Hunt at the Dallas Regional Office at (214) 767-0451 X5.

**TRIM SIZE:** 7 x 5"

**PAGES:** 2

### **SCHEDULE:**

Furnished Material will be available for pickup by 07/08/2022

Deliver complete (to arrive at destination) by 07/25/2022

F.O.B. destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [sarah.t.scott1.mil@mail.mil](mailto:sarah.t.scott1.mil@mail.mil) and [jhunt@gpo.gov](mailto:jhunt@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 647-224, Req. 22-00003". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised January 2018.

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

### **DESCRIPTION:**

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be wet ink, pigment-based with a minimum of

175 line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

Contractor to produce postcards printing face and back, head to head. Face prints in full or four process color with full bleeds all sides. Copy is a background with reverse type, illustrations and line art. Bleeds are not included in the provided PDF file. Back prints box rules to indicate where to place postage, return address and addressee information. Contractor to create box rules to indicate these areas, and to create bleeds. Include cost in quote.

This specification includes attachment(s) that is/are an integral part of the specifications.

Note: Contractors receiving this specification via fax machine will need to go on-line to the 'Online Small Purchase Opportunities' link within the GPO Contractor Connection section at the GPO web site, located at <https://contractorconnection.gpo.gov/OpenJobs.aspx> in order to download the solicitation Attachment herewith. Contractors viewing this solicitation on-line can download the Attachment by proceeding to the end of this solicitation and clicking on the "Download Attachments" link.

All parties can obtain an e-mail copy of the attachment(s) prior to quotation deadline by e-mailing [jhunt@gpo.gov](mailto:jhunt@gpo.gov) with their request. Please include jacket number in subject line, request attachments in body of e-mail, and include alternate e-mail address if other than the sending e-mail address.

No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine the attachments and thoroughly understand the nature and extent of the work to be performed. **MATERIAL FURNISHED:** Contractor to receive. An Adobe Acrobat PDF file for the face, contractor to create the back (SEE DESCRIPTION) and the purchase order will be emailed to the contractor upon award. File does not include bleeds. Contractor to extend bleeds as needed. Include this cost in the quote.

Contractor to download the "Labeling and Marking Specifications form" (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator within 24 hours of receipt of the Government furnished material.

The contractor will be responsible for creating or altering any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* L70, White, Coated One-Side Cover (C1S) Basis Weight 10 pt

Full color image prints on coated side.

**COLOR OF INK:**

Full or 4-Color Process on coated side, black on uncoated side

**PRINT PAGE:** Head to Head

**MARGINS:**

Bleeds on all sides of the face

**PROOFS:**

Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Email proofs on or before July 12, 2022 to sarah.t.scott1.mil@mail.mil, brandon.e.ruddell.mil@army.mil and jhunt@gpo.gov. Contractor must call 214-767-0451, ext. 5 to confirm receipt. Include GPO Jacket Number in the "Subject" line of all emails.

If the contractor cannot provide an acceptable set of PDF proofs by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, he/she may be required to show cause as to why the contract should not be terminated for default.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within three (3) work days after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected, must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "OK TO PRINT".**

NOTE: The day the email is sent is not the first workday.

**PACKING:**

Pack to ensure no damage occurs to product during transit. Package items separately. Do not intermingle items.

NOTE: All shipping containers require a container label. Complete a copy of the furnished shipping label(s) (GPO Form 905) and affix one to each shipping container according to the instruction at the top of the carton label sheet (make additional copies as necessary).

Box Suitable

**DISTRIBUTION:**

All shipments must be via traceable means. \*\*\*INSIDE DELIVERY REQUIRED\*\*\*

Oklahoma National Guard/USPFO Warehouse

Attn: Sarah Scott (405-228-5185)

2550 N Air Depot Blvd,

Oklahoma City OK 73141

-----all post cards.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <https://www.contractorconnection.gpo.gov>.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>

**COMPLIANCE REPORTING:** Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment, if applicable) for delivery schedules in accordance with the contract requirements by faxing to [efaxdallas@gpo.gov](mailto:efaxdallas@gpo.gov) or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	File output
P-10. Process Color Match	Electronic media

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination

of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**Attachment(s):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=647224>